

**TIME LINE**  
**FY 2007/2008 AGENCY REVIEW PROCESS for**  
**CITY of TEMPE HUMAN SERVICE GENERAL REVENUE/CDBG/H20 FUNDING &**  
**CITY of TEMPE CDBG/HOME CAPITAL FUNDING**

<b>TIME FRAME - DATE &amp; TIME</b>	<b>TASK</b>	<b>WHO</b>	<b>SPECIFIC</b>
Aug. 28, 2006	Notices mailed to agencies regarding 2007-2008 Timeline.	TCC	Matthews
Sept. 1, 2006	Contact Information Forms available on TCC website (www.tempe.gov/tcc).	TCC/Agencies	Matthews
<b>Sept. 18, 2006 (3 PM – 5 PM)</b>	<b>Bidder's Conference/Grant &amp; Technical Training.</b> Held at Hatton Hall, 34 E. 7 <sup>th</sup> St., Tempe, AZ 85281. <b>Agencies are to RSVP to ONE of the Training Dates.</b>	TCC/Agencies	Matthews
<b>Sept. 19, 2006 (9 AM – 11 AM)</b>	<b>Bidder's Conference/Grant &amp; Technical Training.</b> Held at Hatton Hall, 34 E. 7 <sup>th</sup> St., Tempe, AZ 85281. <b>Agencies are to RSVP to ONE of the Training Dates.</b>	TCC/Agencies	Matthews
<b>Sept. 20, 2006 (12 PM – 1:30 PM)</b>	<b>Bidder's Conference/Executive Director Roundtable.</b> Held at Hatton Hall, 34 E. 7 <sup>th</sup> St., Tempe, AZ 85281. <b>Executive Directors are asked to be our guest at this luncheon.</b>	TCC/Housing Srvs./Agencies	Hanley, Wise, Matthews, Chavez
Sept. 22, 2006	First public notice of CDBG funding for 2007-2008 available to agencies is published.	Housing Services	Chavez
Oct.4, 2006	CDBG presentation to TCC Board (open forum), 8:00 a.m. (as part of Board meeting that begins at 7:30 a.m.).	TCC/Housing Services	
Oct. 16, 2006	Contact Information Forms Due to TCC.	Agencies	Matthews
Oct. 18, 2006	Second public notice of CDBG funding available to agencies published (Optional).	Housing Services	Chavez
<b>Monday, Oct. 30, 2006 - Noon</b>	<b>Human Service Proposals Due in e-Cfund by Noon.</b> <b>CDBG/HOME Capital Proposals Due by Noon to TCC, 34 E. 7<sup>th</sup> St., Tempe, AZ 85281 (1 original and 7 copies.)</b>	Agencies	Matthews
Oct. 31 – Nov. 10, 2006	Applications reviewed, interviews scheduled (if necessary), agencies notified of packet omissions.	TCC	Matthews
<b>Nov. 13 &amp; 14, 2006</b> <b>(4 PM &amp; 6 PM)</b> (Each class lasting approx. one hour)	<b>Volunteer Training &amp; Orientation</b>  Volunteers must attend one of four trainings offered at the Tempe Public Library, 3400 E. Rural Rd, Tempe. Trainings will prepare volunteers for the online application system.	TCC/Volunteers	Matthews
Dec. 8, 2006	Last Day for Volunteer Training & Orientation "Make-Ups" (by appointment only).	TCC/Volunteers	Matthews
Nov. 15 – Dec. 17, 2006	Agency applications reviewed/interview questions	Ag. Rev. Comm./TCC	Matthews

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	completed.		
Dec. 18, 2006	Interview questions due to TCC office by noon.	Agency Rev. Comm.	Agency Rev. Comm
Dec. 19, 2005 - Jan. 5, 2007	Interview questions prepared for committee convenience. Supplementary questions may be developed by staff to ensure completeness and comparability from agency to agency.	TCC	TCC
Jan. 8-19, 2007	Interview and evaluation reports prepared.	TCC	TCC
<b>Jan. 22-26, 2007</b> (Jan. 29 & 30 If necessary)	<b>Agency Interviews.</b> Evaluation reports distributed and completed at this time. Determine significant questions and answers. Each Committee member will serve 1/2 day to interview agencies during this week.	Agency Review Committee/Agencies/ TCC	Matthews
Feb. 8, 2007	Committee picks up evaluation packets.	Ag. Rev. Comm.	
<b>Thursday, Feb. 15, 2007</b> <b>9:00 a.m. - 5:00 p.m.</b> (Lunch 11:30-12:30pm)	<b>Final Meeting.</b> Committee meets and determines its recommendations by reviewing composite evaluations.	Agency Review Committee/TCC	
Feb. 16-28, 2007	Recommendations prepared for TCC Board Meeting.	TCC	TCC
Mar. 7, 2006 - 7:30 a.m.	Review recommendations at TCC Board Meeting.	TCC	TCC Board
<b>Mar. 22, 2007</b>	<b>Recommendations presented to City Council at Issue Review Session.</b>  <b>First CDBG public hearing before City Council at Issue Review Session.</b>	TCC  Housing Services	Hanley & Agency Review Co-Chairs  Chavez, Salomone
April 2007 (TBD)	City of Tempe Budget Review begins. Departments make individual presentations to Council.	TCC	Hanley, Matthews
<b>April 5 or 19, 2007</b>	<b>City Council Issue Review Session CDBG Action Plan review.</b>	Housing Services	Chavez, Salomone
<b>May 3, 2007</b>	<b>Second Public Hearing/Approval of Final Action Plan by Council.</b>	Housing Services	Chavez, Salomone
May 15, 2007	Action Plan due to HUD.	Housing Services	Chavez
June 2007 (TBD)	City of Tempe Final Budget Approval.	Tempe City Council	
June 2007	Summary Reports and agency notification letters prepared.	TCC	Staff
July 1, 2007	Agencies are officially notified of City allocations (sent letter and summary).	TCC	Staff